

ADDENDUM #1 SECTION 2.6



NOTICE OF SOLICITATION

SERIAL 06105-ROQ

REVIEW OF QUALIFICATIONS (ROQ) FOR: LEGISLATIVE SERVICE PROVIDERS, MCTO

Notice is hereby given that Responses will be received by the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, until **2:00 P.M. Arizona Time on OCTOBER 06, 2006** for the furnishing of the following services for Maricopa County. Responses will be opened by the Materials Management Director (or designated representative) at an open, public meeting at the above time and place.

All Responses must be signed, sealed and addressed to the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, and marked **"SERIAL 06105-ROQ REVIEW OF QUALIFICATIONS LEGISLATIVE SERVICE PROVIDER, MCTO."**

The Maricopa County Procurement Code ("The Code") governs this procurement and is incorporated by this reference. Any protest concerning this ROQ must be filed with the Procurement Officer in accordance with Section MC1-905 of the Code.

ALL ADMINISTRATIVE INFORMATION CONCERNING THIS ROQ AND THE CONTRACTUAL TERMS AND CONDITIONS CAN BE LOCATED AT <http://www.maricopa.gov/materials>. ANY ADDENDA TO THIS ROQ WILL BE POSTED ON THE MARICOPA COUNTY MATERIALS MANAGEMENT WEB SITE UNDER THE SOLICITATION SERIAL NUMBER.

RESPONSE ENVELOPES WITH INSUFFICIENT POSTAGE WILL NOT BE ACCEPTED BY THE MARICOPA COUNTY MATERIALS MANAGEMENT DEPARTMENT

DIRECT ALL INQUIRIES TO:

STEVE DAHLE
PROCUREMENT OFFICER
TELEPHONE: (602) 506-3450

THERE WILL BE A MANDATORY PRE-SOLICITATION CONFERENCE ON SEPTEMBER 13, 2006, 9:00 AM AT THE MARICOPA COUNTY MATERIALS MANAGEMENT DEPARTMENT, 320 WEST LINCOLN STREET, PHOENIX, ARIZONA 85003.

NOTE: MARICOPA COUNTY PUBLISHES ITS SOLICITATIONS ONLINE. THEY ARE AVAILABLE FOR VIEWING AND/OR DOWNLOADING AT THE FOLLOWING INTERNET ADDRESS:

<http://www.maricopa.gov/materials/advbd/advbd.asp>

VENDORS MUST ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WITH THEIR BID

Signature:

Date:

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REVIEW OF QUALIFICATIONS (ROQ) FOR: LEGISLATIVE SERVICE PROVIDERS, MCTO

1.0 INTENT:

The Maricopa County Treasurer's Office has determined it to be in its best interest to retain legislative representatives under contract to assist the Treasurer with achieving specific legislative objectives. The Treasurer proposes to enter into agreements with one or more competent individuals and/or firms (each a "Lobbyist") who will serve as an authorized public lobbyist for the Treasurer and will provide legislative services and representation at an amount and according to the terms fixed by the agreement.

To the greatest extent possible, the Treasurer strives to address the technical aspects of state legislation impacting the Treasurer through the use of the Treasurer's staff. Accordingly, the Treasurer is principally seeking strategic legislative expertise, and only secondarily seeking technical issue expertise, from our contract legislative representative(s).

The Treasurer is seeking applicants that possess the following: in-depth knowledge of the state legislative process; strong relationships with current and prospective state elected officials and leadership; a history of extensive and demonstrably effective legislative experience; and proven creative and aggressive lobbying skills.

The services requested will include monitoring legislation which may affect the duties and responsibilities of the Treasurer, assisting in introducing bills on behalf of the Treasurer and guiding them through the legislative process, testifying on bills affecting the Treasurer, and working with the lobbyist(s) retained by other Arizona County Treasurers on bills of mutual interest.

2.0 SCOPE OF WORK:

- 2.1 Assisting the Treasurer to achieve specific legislative objectives as identified and prioritized by the Treasurer and his staff. It is anticipated that these legislative objectives will relate to the duties and responsibilities of the Treasurer.
- 2.2 Representing the Treasurer's interests before the Arizona State Legislature, the Governor of the State of Arizona and high-level gubernatorial staff under the direction of the Chief Deputy of the Treasurer's Office. Such representation shall include effectively communicating the Treasurer's position on specific issues and proposals and receiving useful information from outside parties and stakeholders on those issues.
- 2.3 In this capacity, Lobbyist should expect to receive assignments from the Chief Deputy of the Treasurer's Office to provide strategic advice, direction and recommendations and prepare, pursue, monitor, track and/or lobby for or against legislative proposals within those general subject areas specified in the agreement. Additionally, Lobbyist shall be directed to attend scheduled hearings, meetings and other gatherings where legislation which may impact the Treasurer is to be proposed, developed or discussed and report to the Treasurer through the Chief Deputy on the status of such legislation or issue. Lobbyist shall report to, seek guidance from, and make recommendations to the Chief Deputy as to the positions that are to be advanced on behalf of the Treasurer on specific issues, legislative bills, proposed amendments thereto, and on all other related matters.
- 2.4 Coordinating the efforts set forth above with others with similar interest in the issues and legislation, including the Director and staff of the Government Relations Office, the County Administrative Officer, or other representatives of the County so designated by the Chief Deputy. Lobbyist shall also, at the Chief Deputy's direction, prepare and present status reports to the Chief Deputy.
- 2.5 Complying with all County procedures for billing and accounting for the cost of services performed and maintaining records pertaining to the financial and performance aspects of the agreement.

- 2.6 **Agreeing not to engage in private litigation against the County or accepting other legislative representation that may reasonably conflict with the County's legislative positions without first obtaining written permission from the office the County Attorney (in the case of private litigation) or Maricopa County Deputy Treasurer (in the case of legislative representation),.**

2.7 USAGE REPORT:

The Contractor shall furnish the County a quarterly usage report delineating the service activity governed by the Contract. The format of the report shall be approved by the County and shall disclose the quantity and dollar value of each contract item by individual unit.

2.8 FACILITIES:

During the course of this Contract, the County will provide the Contractor with adequate workspace or such other related facilities as may be required by Contractor to carry out its obligations enumerated herein.

2.9 INVOICES AND PAYMENTS:

- 2.9.1 **The Contractor shall submit two (2) legible copies of their detailed invoice before payment(s) can be made. At a minimum, the invoice must provide the following information:**

- 2.9.1.1 Company name, address and contact
- 2.9.1.2 County bill-to name and contact information
- 2.9.1.3 Contract Serial Number
- 2.9.1.4 County purchase order number
- 2.9.1.5 Invoice number and date
- 2.9.1.6 Payment terms
- 2.9.1.7 Date of services
- 2.9.1.8 Description of Services
- 2.9.1.9 Pricing per unit of purchase
- 2.9.1.10 Extended price
- 2.9.1.11 Total Amount Due

Problems regarding billing or invoicing shall be directed to the using agency as listed on the Purchase Order.

- 2.9.2 **Payment will be made to the Contractor by Accounts Payable through the Maricopa County Vendor Express Payment Program.** This is an Electronic Funds Transfer (EFT) process. After Award the Contractor shall fill out an EFT Enrollment form (to be provided by the Procurement Officer) or as located on the County Department of Finance Website as a fillable PDF document (www.maricopa.gov/finance/).

- 2.9.3 EFT payments to the routing and account numbers designated by the Contractor will include the details on the specific invoices that the payment covers. The Contractor is required to discuss remittance delivery capabilities with their designated financial institution for access to those details.

2.10 TAX:

No tax shall be levied against labor. It is the responsibility of the Contractor to determine any and all taxes and include the same in Response price.

2.11 DELIVERY:

It shall be the Contractor's responsibility to meet the proposed delivery requirements. Maricopa County reserves the right to obtain services on the open market in the event the Contractor fails to make delivery and any price differential will be charged against the Contractor.

2.12 INDEPENDENT CONTRACTOR:

2.12.1 Contractor's relationship to the County shall be as an independent contractor and not as an employee.

2.12.2 This Contract does not constitute, create, give rise to or otherwise recognize a joint venture, partnership, or employment relationship. The rights and obligations of the Parties shall be only those expressly set forth in the Contract.

2.12.3 No persons supplied by Contractor in the performance of obligations under the Contract are considered to be County employees, and no rights of County civil service, retirement or personnel rules accrue to such persons. Contractor shall have complete responsibility for all salaries, wages, bonuses, retirement withholdings, workmen's compensation, other employee benefits and all taxes and premiums relating to such persons, and shall save and hold the County harmless with respect to those responsibilities in the event of a claim for one or more of them is brought against Maricopa County.

3.0 **SPECIAL TERMS & CONDITIONS:**

3.1 CONTRACT TERM:

This ROQ is for awarding a firm, fixed price requirements contract to cover a two (2)-year period.

3.2 OPTION TO EXTEND:

The County may, at its option and with the approval of the Contractor, extend the period of this Contract up to a maximum of four, one (1)-year options, (or at the County's sole discretion, extend the contract on a month to month bases for a maximum of six (6) months after expiration). The Contractor shall be notified in writing by the Materials Management Department of the County's intention to extend the Contract period at least thirty (30) calendar days prior to the expiration of the original Contract period.

3.3 PRICE ADJUSTMENTS:

Any requests for reasonable price adjustments must be submitted sixty (60) days prior to the Contract expiration date. Requests for adjustment in cost of labor and/or materials must be supported by appropriate documentation. If County agrees to the adjusted price terms, County shall issue written approval of the change. The reasonableness of the request will be determined by comparing the request with the Consumer Price Index or by performing a market survey.

3.4 INDEMNIFICATION AND INSURANCE:

3.4.1 Indemnification.

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless County, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including, but not limited to, attorney fees, court costs, expert witness fees, and the cost of appellate proceedings, relating to, arising out of, or alleged to have resulted from the negligent acts, errors, omissions or mistakes relating to the performance of this Contract. Contractor's duty to defend, indemnify and hold harmless County, its agents, representatives, officers, directors, officials, and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to,

impairment, or destruction of property, including loss of use resulting there from, caused by any negligent acts, errors, omissions or mistakes in the performance of this Contract including any person for whose acts, errors, omissions or mistakes Contractor may be legally liable.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

The scope of this indemnification does not extend to the sole negligence of County.

3.5 INSURANCE REQUIREMENTS:

Contractor, at Contractor's own expense, shall purchase and maintain the herein stipulated minimum insurance from a company or companies duly licensed by the State of Arizona and possessing a current A.M. Best, Inc. rating of B++6. In lieu of State of Arizona licensing, the stipulated insurance may be purchased from a company or companies, which are authorized to do business in the State of Arizona, provided that said insurance companies meet the approval of County. The form of any insurance policies and forms must be acceptable to County.

All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of County, constitute a material breach of this Contract.

Contractor's insurance shall be primary insurance as respects County, and any insurance or self-insurance maintained by County shall not contribute to it.

Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect the County's right to coverage afforded under the insurance policies.

The insurance policies may provide coverage that contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to County under such policies. Contractor shall be solely responsible for the deductible and/or self-insured retention and County, at its option, may require Contractor to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

County reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance policies and/or endorsements. County shall not be obligated, however, to review such policies and/or endorsements or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver of County's right to insist on strict fulfillment of Contractor's obligations under this Contract.

The insurance policies required by this Contract, except Workers' Compensation, and Errors and Omissions, shall name County, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

The policies required hereunder, except Workers' Compensation, and Errors and Omissions, shall contain a waiver of transfer of rights of recovery (subrogation) against County, its agents, representatives, officers, directors, officials and employees for any claims arising out of Contractor's work or service.

Contractor is required to procure and maintain the following coverages indicated by a checkmark:

3.5.1 Commercial General Liability:

Commercial General Liability insurance and, if necessary, Commercial Umbrella insurance with a limit of not less than \$1,000,000 for each occurrence, \$2,000,000 Products/Completed Operations Aggregate, and \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage, and shall not contain any provision which would serve to limit third party action over claims. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

3.5.2 Automobile Liability:

Commercial/Business Automobile Liability insurance and, if necessary, Commercial Umbrella insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to any of the Contractor's owned, hired, and non-owned vehicles assigned to or used in performance of the Contractor's work or services under this Contract.

3.5.3 Workers' Compensation:

Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services under this Contract; and Employer's Liability insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.

Contractor waives all rights against County and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Workers' Compensation and Employer's Liability or commercial umbrella liability insurance obtained by Contractor pursuant to this Contract.

3.5.4 Certificates of Insurance.

3.5.4.1 Prior to commencing work or services under this Contract, Contractor shall have insurance in effect as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall be made available to the County upon 48 hours notice. **BY SIGNING THE AGREEMENT PAGE THE CONTRACTOR AGREES TO THIS REQUIREMENT AND FAILURE TO MEET THIS REQUIREMENT WILL RESULT IN CANCELLATION OF CONTRACT.**

In the event any insurance policy (ies) required by this contract is (are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of Contractor's work or services and as evidenced by annual Certificates of Insurance.

If a policy does expire during the life of the Contract, a renewal certificate must be sent to County fifteen (15) days prior to the expiration date.

3.5.4.2 Cancellation and Expiration Notice.

Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty (30) days prior written notice to the County.

3.6 STRICT COMPLIANCE:

Acceptance by County of a performance that is not in strict compliance with the terms of the Contract shall not be deemed to be a waiver of strict compliance with respect to all other terms of the Contract.

3.7 WAIVER OF CLAIMS:

3.7.1 Contractor accepts the compensation provided in the Contract in lieu of any other claim(s), demand(s), request(s) or compensation for the services that Contractor provides pursuant to the Contract.

3.7.2 Contractor's obligations, including the duty of continuing representation, under this section shall survive the termination or expiration of the Contract.

3.7.3 Any dispute concerning the reasonableness or adequacy of the compensation under the Contract shall be resolved by reference to the value of the Contract as a whole and not by reference to a single case or to a portion of the cases that Contractor has performed under the Contract. The value of the Contract as a whole shall be determined by reference to the following factors:

3.7.4 This section is not severable, in whole or in part, from any other provision of the Contract. In the event any portion of the Contract is construed as invalid or unenforceable, the Contract may be terminated in the sole discretion of the Contract Administrator.

3.8 FURTHER ASSURANCES AND CORRECTIVE INSTRUMENTS:

The Parties will, from time to time, execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, any corrective instruments as may be reasonably necessary to carry out the intent of the Contract.

3.9 PROCUREMENT CARD ORDERING CAPABILITY:

It is the intent of Maricopa County to utilize a procurement card that may be used by the County from time to time, to place and make payment for orders under the Contract. Respondents without this capability may be considered non-responsive and not eligible for award consideration.

3.10 SCHEDULE OF EVENTS

Review of Qualifications issued: September 01, 2006

Deadline for written questions (48) hours after Pre-Solicitation Conference). No questions will be responded to prior to the Pre-Solicitation Conference. All questions must be submitted to SDAHLE@MAIL.MARICOPA.GOV and be received by SEPTEMBER 15, 2006, 11:00 AM Arizona time. All questions and answers will be posted to www.maricopa.gov with the original solicitation.

Deadline for submission of Responses is 2:00 P.M., MST, on OCTOBER 06, 2006. All Responses must be received before 2:00 P.M. on the above date at Maricopa County Materials Management Department, 320 West Lincoln Street, Phoenix, AZ 85003.

Proposed review of Responses and short list decision: OCTOBER 16, 2006

Proposed Respondent Interviews: (if required) OCTOBER 23, 2006

Proposed selection and negotiation: OCTOBER 30, 2006

Proposed award of Contract(s): NOVEMBER 2, 2006

All Responses to this ROQ become the property of Maricopa County and (other than pricing) will be held confidential, to the extent permissible by law. The County will not be held accountable if material from Responses is obtained without the written consent of the Respondent by parties other than the County.

3.11 INQUIRIES AND NOTICES:

All inquiries concerning information herein shall be addressed to:

MARICOPA COUNTY
DEPARTMENT OF MATERIALS MANAGEMENT
ATTN: CONTRACT ADMINISTRATION
320 W. LINCOLN ST.
PHOENIX, AZ 85003

Administrative telephone inquiries shall be addressed to:

STEVE DAHLE, STRATEGIC CONTRACT MANAGER, 602-506-3450
(sdahle@mail.maricopa.gov)

Inquiries may be submitted by telephone but must be followed up in writing. No oral communication is binding on Maricopa County.

3.12 INSTRUCTIONS FOR PREPARING AND SUBMITTING RESPONSES:

Respondents shall provide one (1) original hard copy (labeled) and THREE hardcopy copies of their Response, plus two (2) electronic copies, including pricing, on CD. **Respondents shall address Responses identified with return address, serial number and title in the following manner:**

**Maricopa County Department of Materials Management
320 West Lincoln Street
Phoenix, Arizona 85003**

**SERIAL 06105-ROQ
LEGISLATIVE SERVICE PROVIDERS, MCTO]**

Response must be signed by Respondent. All prices shall be held firm for a period of one hundred fifty (150) days after the ROQ closing date.

3.13 EXCEPTIONS TO THE SOLICITATION:

The Respondent shall identify and list all exceptions taken to all sections of SERIAL 06105-ROQ and list these exceptions referencing the section (paragraph) where the exception exists and identify the exceptions and the proposed wording for the Respondent's exception under the heading, "Exception to the REVIEW OF QUALIFICATIONS Solicitation, SERIAL 06105-ROQ." **Exceptions that surface elsewhere and that do not also appear under the heading, "Exceptions to the REVIEW OF QUALIFICATIONS Solicitation, SERIAL 06105-ROQ," shall be considered invalid and void and of no contractual significance.**

The County reserves the right to reject, determine the Response non-responsive, enter into negotiation on any of the Respondent exceptions, or accept them outright.

3.14 GENERAL CONTENT:

The Response should be specific and complete in every detail. It should be practical and provide a straightforward, concise delineation of qualifications, experience, certifications, degrees, credentials, capabilities and related prices to satisfactorily perform the Contract being sought.

The Respondent should not necessarily limit the Response to the performance of the services in accordance with this ROQ, but should also outline any additional services and their costs if the Respondent deems them necessary to accomplish the program..

3.15 FORMAT AND CONTENT:

To aid in the evaluation, it is desired that all Responses follow the same general format. The Responses are to be submitted in binders and have sections tabbed as below: (Responses are limited to 100 pages, single sided, 10 point font type).

3.15.1 Table of Contents

- 3.15.2 Letter of Transmittal (Exhibit 2)
- 3.15.3 Executive Summary – This section shall contain an outline of the FIRMS approach and experience.
- 3.15.4 Qualifications – This section shall describe the dedicated project staffs qualifications, credentials and experience related to the services proposed, including any other pertinent information.
- 3.15.5 Solicitation exceptions
- 3.15.6 Other data
- 3.15.7 Attachment A (Pricing)
- 3.15.8 Attachment B (Agreement Page)
- 3.15.9 Attachment C (References)

3.16 EVALUATION OF RESPONSES – SELECTION FACTORS:

An Evaluation Committee shall be appointed, chaired by the Procurement Officer, to evaluate each Response. At the County's option, Respondents may be invited to make presentations to the Evaluation Committee. Negotiations may be conducted, as needed, with the Respondent(s). Responses will be evaluated on the following criteria which are listed in descending order of importance.

- 3.16.1 Dedicated staff's proven qualifications and credentials.
- 3.16.2 Firms experience in providing the services.
- 3.16.3 Price of services.

3.17 POST AWARD MEETING:

The successful Respondent(s) shall be required to attend a post-award meeting with the Using Agency to discuss the terms and conditions of the Contract. This meeting will be coordinated by the Procurement Officer of the Contract.

NOTE: RESPONDENTS ARE REQUIRED TO USE ATTACHED FORMS TO SUBMIT THEIR RESPONSES.

**ATTACHMENT A
PRICING**

SERIAL 06105-ROQ

PRICING SHEET: NIGP 91858 COMMODITY P089504, BLANKET B0604334

RESPONDENT NAME: _____

VENDOR # : _____

RESPONDENT ADDRESS: _____

P.O. ADDRESS: _____

RESPONDENT PHONE #: _____

RESPONDENT FAX #: _____

COMPANY WEB SITE: _____

COMPANY CONTACT (REP): _____

E-MAIL ADDRESS (REP): _____

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: ____ YES ____ NO

ACCEPT PROCUREMENT CARD: ____ YES ____ NO

REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD: ____ YES ____ NO ____ % REBATE

(Payment shall be made within 48 hrs utilizing the Purchasing Card)

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: ____ YES ____ NO

PAYMENT TERMS: RESPONDENT IS REQUIRED TO PICK ONE OF THE FOLLOWING.

TERMS WILL BE CONSIDERED IN DETERMINING PRICE.

FAILURE TO CHOOSE A TERM WILL RESULT IN A DEFAULT TO NET 30.

RESPONDENT MUST INITIAL THE SELECTION BELOW.

NET 10 _____

NET 15 _____

NET 20 _____

NET 30 _____

NET 45 _____

NET 60 _____

NET 90 _____

2% 10 DAYS NET 30 _____

1% 10 DAYS NET 30 _____

2% 30 DAYS NET 31 _____

1% 30 DAYS NET 31 _____

5% 30 DAYS NET 31 _____

INDICATE PERCENTAGE OF M/WBE PARTICIPATION IF ANY HERE: _____ %

PLEASE INDICATE HOW YOU HEARD ABOUT THIS SOLICITATION:

____ NEWSPAPER ADVERTISEMENT

____ MARICOPA COUNTY WEB SITE

____ POSTAL MAIL PRE-SOLICITATION NOTICE

____ E-MAIL PRE-SOLICITATION NOTICE

____ OTHER (PLEASE SPECIFY)

ALL PRICING SHALL BE SUBMITTED ON SAME CD AS RESPONSE AND FORMATTED IN EXCEL '2003.
RESPONSE WILL NOT BE ACCEPTED WITHOUT THE ACCOMPANYING CDs IN YOUR SUBMITTAL. ANY
RESPONSE NOT CONTAINING THE REQUIRED CDs MAY BE CONSIDERED NON-RESPONSIVE AND NOT
CONSIDERED FOR EVALUATION OR CONTRACT AWARD.

**ATTACHMENT A
PRICING**

1.0 PRICING:

1.1 FIXED YEARLY RETAINER
(INCLUDES ALL EXPENSES/TRAVEL)

	<u>YEAR 1</u>	<u>YEAR 2</u>
PAYABLE AS FOLLOWS:	\$ _____	\$ _____
JANUARY	\$ _____	\$ _____
FEBRUARY	\$ _____	\$ _____
MARCH	\$ _____	\$ _____
APRIL	\$ _____	\$ _____
MAY	\$ _____	\$ _____
JUNE	\$ _____	\$ _____
JULY	\$ _____	\$ _____
AUGUST	\$ _____	\$ _____
SEPTEMBER	\$ _____	\$ _____
OCTOBER	\$ _____	\$ _____
NOVEMBER	\$ _____	\$ _____
DECEMBER	\$ _____	\$ _____

ATTACHMENT B

AGREEMENT

Respondent hereby certifies that Respondent has read, understands and agrees that acceptance by Maricopa County of the Respondent's Offer will create a binding Contract. Respondent agrees to fully comply with all terms and conditions as set forth in the Maricopa County Procurement Code, and amendments thereto, together with the specifications and other documentary forms herewith made a part of this specific procurement

BY SIGNING THIS PAGE THE SUBMITTING RESPONDENT CERTIFIES THAT RESPONDENT HAS REVIEWED THE ADMINISTRATIVE INFORMATION AND DRAFT RFP CONTRACT'S TERMS AND CONDITIONS LOCATED AT <http://www.maricopa.gov/materials>. AND AGREE TO BE CONTRACTUALLY BOUND TO THEM.

MINORITY/ WOMEN-OWNED SMALL BUSINESSES (check appropriate item):

_____ Disadvantaged Business Enterprise (DBE)
 _____ Women-Owned Business Enterprise (WBE)
 _____ Minority Business Enterprise (MBE)
 _____ Small Business Enterprise (SBE)

 RESPONDENT SUBMITTING PROPOSAL

 FEDERAL TAX ID NUMBER

 PRINTED NAME AND TITLE

 AUTHORIZED SIGNATURE

 ADDRESS

 TELEPHONE

 FAX #

 CITY STATE ZIP

 DATE

WEB SITE: _____

EMAIL ADDRESS: _____

MARICOPA COUNTY, ARIZONA

BY: _____
 DIRECTOR, MATERIALS MANAGEMENT

 DATE

BY: _____
 CHAIRMAN, BOARD OF SUPERVISORS

 DATE

ATTESTED:

 CLERK OF THE BOARD

 DATE

APPROVED AS TO FORM:

 DEPUTY MARICOPA COUNTY ATTORNEY

 DATE

ATTACHMENT C
RESPONDENT REFERENCES

RESPONDENT SUBMITTING PROPOSAL: _____

1.

COMPANY NAME:

ADDRESS:

CONTACT PERSON:

TELEPHONE:

E-MAIL ADDRESS:
2.

COMPANY NAME:

ADDRESS:

CONTACT PERSON:

TELEPHONE:

E-MAIL ADDRESS:
3.

COMPANY NAME:

ADDRESS:

CONTACT PERSON:

TELEPHONE:

E-MAIL ADDRESS:
4.

COMPANY NAME:

ADDRESS:

CONTACT PERSON:

TELEPHONE:

E-MAIL ADDRESS:
5.

COMPANY NAME:

ADDRESS:

CONTACT PERSON:

TELEPHONE:

E-MAIL ADDRESS:

EXHIBIT 1

VENDOR REGISTRATION PROCEDURES

On-line Vendor Registration at Maricopa County is available NOW!

On November 22, 2004, Maricopa County changed its vendor registration process. Paper forms will no longer be accepted. Vendor registrations will only be accepted through the active website. Register at <http://www.maricopa.gov/Materials/>

The new process will give you full control over your organizational information. Please be advised however that you are now directly responsible for the presence and accuracy of your company's information.

Vendors currently registered in our system who have changes to their information or have not registered online must establish a new account via the above web site link. Materials Management will no longer post changes to existing vendor records.

Procurement vendors: Be sure to select those commodity codes that best represent the commodities and or services provided by your organization. Non-procurement registrants may ignore the commodity portion.

Registration is **FREE**. You may use any computer with web access for registration, record updating and maintenance.

If you have any questions, email us at VendorReg@mail.maricopa.gov.

EXHIBIT 2

LETTER OF TRANSMITTAL

(To be typed on the letterhead of Respondent)

Maricopa County Department of Materials Management
320 West Lincoln,
Phoenix, Arizona 85003

Re: Solicitation Number – 06105-ROQ

To Whom It May Concern:

(NAME OF COMPANY) (Herein referred to as the "RESPONDENT"), hereby submits its response to your Review of Qualifications dated _____ and agrees to perform as proposed in their Response, if awarded the contract. The Respondent shall thereupon be contractually obligated to carry out its responsibilities respecting the services proposed.

Kindly advise this in writing on or before _____, if you should desire to accept this Response.

Very truly yours,

NAME (please print)

SIGNATURE

TITLE (please print)